



BUCKLAND C OF E PRIMARY SCHOOL

Headteacher: Ms Louise Warren

Summerside Rd, Buckland, Faringdon SN7 8RB



<https://www.bucklandprimaryschool.org.uk/> e-mail: office.3222@buckland.oxon.sch.uk

DRAFT Minutes of the Full Governing Board held virtually on 17th March 2021 at 19:15

Attendees	Mrs Samantha Brady (Chair) – Parent Governor, Mrs Georgiana Siedle – Staff Governor, Ms Louise Warren - Headteacher, Mr Steve Houston – Community Governor, Mrs Lucy Gildersleves – Foundation Governor, Mrs Rosumund Willis – Parent Governor, Mary Lines – Foundation Governor, Tim Saunders – Community Governor, Jan Rossie – Staff Governor, Talisker Macleod – Foundation Governor
Apologies	Mr Paul Margey (Vice Chair) – Parent Governor
In attendance	Mrs Hattie Clay (Clerk)

The meeting started at 19:15 and was quorate. Governor questions are in bold italics

No	Description	Action
1	The meeting started with a prayer	
2	Apologies for absence and acceptance/non-acceptance Apologies were received and accepted from PM	
3	Declarations of interest for this Agenda None declared for this meeting.	
4	Welcome new members, visitors or staff presenting The Chair welcomed SH to the meeting	
5	Minutes of previous meeting The minutes of the previous meeting were agreed to be a true and accurate record and will be signed to that affect when possible	
6	Matters arising from that meeting not elsewhere on the agenda <ul style="list-style-type: none"> • FOBS website information to be added to the Buckland website – this action has been completed • Pen portraits – GS noted that there were a few outstanding pen portraits. This will be carried forward. • Information will be added to the newsletter regarding disengagement with remote learning – this has been completed. • Windows 10 – Governors heard that all issues were resolved. • Accessing Educational Psychologists outside of the county provision – it was noted that this was followed up but LW commented that there is no availability until Autumn. • Wise, responsible, kind stickers have been obtained and are being given out <p style="text-align: center;"><i>All other actions were completed</i></p>	
7	SIAMS update Discussion about how the school’s vision has supported the school community. A training session on entry level information for school leaders in what SIAMS is and to expect was delivered by Allison Taylor (AT) (Oxford Diocesan Schools Trust (ODST)) There was a discussion of the history of SIAMS. Governors heard that the current inspection is based on s.48 of the Statutory Inspection of Anglican and Methodist Schools. It was noted	



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that 34% of all schools in England and Wales are Church schools and the Diocese works locally and regionally.

What does the inspection involve?

Governors heard that for Primary schools this is likely to be a one day visit, with up to 2 days for secondary schools. Governors noted that there is now a 5-7 year gap between inspections as a result of the COVID pandemic. Governors heard that early indicators suggested that the DfE are happy to allow denominational inspections to lapse for 7 years. AT explained that SIAMS inspections may be brought forward for schools who are less than good.

AT explained that the inspector will initially look at the school website and will then notify the school of the inspection, providing five working days' notice. Governors heard that there will therefore not be inspections in the first week back following the school holidays.

Governors heard that the first direct contact will be a telephone call (this may not be a virtual call). It was noted that the inspector will look at setting a timetable for the day, in collaboration with the school. The school is then sent a Pre-Inspection Plan, which should be circulated to members of the leadership team.

During the inspection

It was noted that the inspector will arrive at the school early (8am) and the day will conclude by 6pm. It was noted that the school should expect several meetings throughout this day and needs to be able to articulate the school as a church school. The inspector will talk to at least two groups of pupils, the RE leader, as well as staff and other school leaders. Other members of the community or Parish are invited to attend as well. Governors heard that there may be a learning walk or lesson visits but there will not be full lesson observations. It was noted that the work in RE books will be looked at. Governors heard that this may be adapted given the current climate. Governors heard that the inspectors would be interested in attending collective worship and will need time to look at documentation, including relevant policies. It was noted that a professional dialogue will be continuing throughout the day with the headteacher and noted that there are lots of opportunities for schools to present evidence to the inspectors.

Governors heard that final feedback will be presented to a small group later in the day. Feedback will be to the Head, chair of Governors and one other Governor as well as any diocesan advisors and members of the trust. Governors heard about the importance of keeping this feedback group small, as this is a provisional grade and could be altered before the final report is produced.

After the inspection

The inspector will write the report, which will go through quality assurances. It was noted that there is also a robust critical reading process. Governors heard that this report will be sent to the head for a factual check before being published as final. This report should be distributed to parents and carers and should be published on the school website, as well as on the Church of England website. After the report, the school will look to explore development points with the advisor to look at improving the position.



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Overarching question - How effective is the school’s distinctive Christian vision established and promoted by leadership at all levels in enabling all adults and pupils to flourish.

Governors heard that since September 2018 there has been an emphasis on developing the vision, to make the school distinctively Christian. The triad was explained to explain how vision and leadership enable flourishing. It was highlighted that this does also include allowing adults as well as pupils to flourish. Governors heard how the school’s vision was clearly theologically rooted.

Seven strands within the overarching question

1. Vision and leadership.
2. Wisdom, knowledge and skills
3. character development
4. community leadership and living well together
5. dignity and respect
6. collective worship (AT explained that it would be beneficial to attend some collective worship network meetings)
7. The effectiveness of RE. It was noted that this incorporates the notion that RE should be an expression of the vision and how should contribute to flourishing. AT highlighted the statement of entitlement for RE, which was updated in Feb 2019 and outlines the expectations for C of E schools. AT explained that in this strand, the effectiveness of RE is investigated, as well as how it is delivered as an academic module and how it is assessed and monitored.

Governors heard how the strands are woven together, to form a holistic approach to the inspection. There was a discussion about engagement with the church, ensuring that both organisations benefit each other.

AT explained that “Good” is the gold standard for inspections and to be judged to be good is challenging. It was noted that a grade of excellent can only be considered when the grade of good is very strong.

AT explained some key themes inspectors will be looking at as follows:

- Vision – where you are going?
- Provision – what you do, because of the vision. Using values as part of the tools
- Impact – how you know that this works?
- Ethos – what you create along the way?

AT suggested reviewing the previous SIAMS report to review the development points from this, focusing on the impact of these points. It was noted that there has been a lot of work on articulating the impact of the vision.

AT explained that the indexes of the SIAMS schedule contain some template questions to ask the children.



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AT summarised four key points:

1. Vision is essential – the inspection is looking to establish the effectiveness of the vision.
2. AT explained that there will be one overall grade awarded with a separate grade for collective worship.
3. Everyone should be familiar with the SIAMS schedule and the self-evaluation materials. There are a range of template available for support within these documents.
4. Self evaluation training days are very useful – AT explained that currently, these are running virtually. AT explained that these are particularly helpful for schools who have lots of new staff.

Governor Question

Has this materially changed since the previous inspection?

AT responded that this has changed significantly since Buckland’s last inspection, which was in 2016. AT explained that the previous inspection was under the previous inspection framework.

Governor Question

If the school has been outstanding before – they would strive to be excellent – what kind, or proportion of schools which were previously outstanding have now been rated as good?

It was noted that there were 40% outstanding previously and the current figures are 14% are rated excellent. AT explained that this has been mirrored nationally. AT reiterated that excellent is not just a continuation of good but requires a much higher standard.

Governor Question

How can you consistently determine excellence if there are no set criteria?

AT responded that there are indicators and there are common themes identified, around being outward facing, being seen as a centre of excellence, and being a place where others can come and learn as a place of exceptional practice. AT explained that the area of outstanding practice must be because of the fact it is a church school. It was noted that the vision must be so deeply embedded that it naturally becomes part of the SDP planning. AT explained that in an “excellent” school, the impact of the vision should be a standard agenda item and planning should be centred around the vision.

LW commented that the vision is linked to a Christian narrative but does not mean that everyone within the community needs to be Christian. LW explained that the story in the vision is something which resonates across the community, not just for those who are Christian. It was noted that part of Christianity is to embrace everyone and be inclusive. AT explained that the messages and the principles around this story are reflective of something everyone should be striving towards.

AT and CP-S left the meeting.

After the training, there was a discussion about how to achieve the excellent standard. It was noted that the subjectivity of the excellent criteria means that it may be challenging to convey this. Governors noted that the requirement of bubbles has stopped some of the inter-relationships between the year groups, noting that this has been a huge loss to the school’s



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	<p>ethos. LW commented despite this, there have also been some fantastic demonstrations of the vision, such as the support being offered by parents and Governors and other members of the school community.</p> <p>Governors also commented that there should be some reflection of the distinctive Christian vision at each meeting. HC will add this as a standing agenda item.</p>	
8	<p>Review of school risk assessment</p> <p>LW commented that this is running well and remarked that all children are very engaged with the new routines. It was noted that most staff are wearing the transparent masks, and are lateral flow testing regularly. GS added that there have been some minor alterations made to the Risk Assessment but noted that this is generally working very well.</p>	
9	<p>Safeguarding</p> <p>ML explained that there have been a number of monitoring visits.</p> <p>LW confirmed that there are four Governors are “safer recruitment” trained. LW also confirmed that the SCR is up to date</p>	
10	<p>Heads Report</p> <p><i>This report was available to view prior to the meeting.</i></p> <p>LW explained that most children have returned to school very settled, noting that a few children have found return challenging. LW remarked that the younger children have been walking into school independently, which has been very pleasing to see. LW highlighted that there has been lots of joy in school. LW explained that teacher assessment and qualitative assessments will happen this term. LW explained that on the whole, children have moved forward in core subjects but remarked that there has not been such good coverage in foundation subjects, commenting that this will need to be considered, to ensure that all of the key concepts are covered.</p> <p><u>Governor Question</u> <i>How have Y1 found the return to school?</i></p> <p>LW explained that Y1 have managed better, commenting that this year group struggled with the return previously. LW added that some children who struggled before have made good progress. LW added that it is helping having two teachers in this class, and this has created a very settled atmosphere in the class.</p> <p><u>Governor Question</u> <i>Will there be a transition period when the teacher returns 0.4 from maternity leave?</i></p> <p>LW explained that our maternity cover post will end on 18th June. LW noted that there will be a three day a week role advertised, which will be starting from September. LW explained that our SCITT trainee will qualify in the summer term and is contracted until the end of July so will be able to provide some continuity for the rest of the academic year.</p> <p><u>Governor Question</u> <i>Is it the plan for the SCITT trainee to return to Sycamore?</i></p> <p>LW explained that our SCITT will remain in Beech for term 6. SLT will discuss the best use of term 5 before Easter.</p> <p><u>Governor Question</u></p>	



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Could the maternity cover teacher remain in post until July to add some additional continuity?
 LW noted that the school are financially unable to offer another contract until the end of July but noted that we could buy additional support on a day rate basis should finances allow this. LW explained that over the next term, the Beech class teacher will return for 5 sessions as Keeping in Touch days (KIT). LW explained that from week beginning 28th June the teacher will return two days a week and our SCITT teacher will be in the school for 5 days solo teaching for 3 days, and joined by the returning teacher for 2 days. The SCITT will continue to be mentored by JR and LW but will be qualified by this point. All SCITTs will need to complete an NQT year wherever appointed to a role. TAs in Beech will remain consistent.
 LW explained to Governors that formative assessment looks at the day to day assessment of children’s learning. LW explained that this is a sound method for identifying gaps in learning and commented that this is ongoing. Conversely, LW noted that standardised score tests are summative assessments, using PIRA and PUMA (LW explained that this is not used in Y1 as the children struggle to access the tests). LW explained that standardised scores will be gathered in June. LW explained that the school use the formative and summative assessments collaboratively to ensure that there is a complete picture of the child’s progress.

LW commented that the Inclusion Manager has been working in Sycamore, to release the SCITT. LW commented that the deputy head cover time is currently being provided by our HLTA. Governors raised concerns about the continuity of staffing for Beech class.

LW commented any additional teacher time over and above the maternity cover will be budgetary dependent. It was noted that consideration needs to be given to the level of support which has been offered to Beech class, which is a balance that needs to be taken against the backdrop of support being removed from other classes.

Governor Question

What is the COVID catch up fund?

LW responded that this is £80 per pupil, for the school to use to fill any gaps in knowledge. LW explained that some has been used on resources, some on additional staffing. LW explained that there has also been some additional TLR funding to lead on remote learning and catch up requirements as well as some additional time for our Inclusion manager / ELSA, who has been working an additional day a week. LW explained that the in year budgetary deficit has been reduced to £1000 and LW remarked that the school should have a better idea budgetary position in May/June.

Governor Question

Will there be more COVID catch up funding?

LW confirmed that there will be some additional COVID funding, albeit a limited amount. LW explained that the funding is based per pupil and so commented that for larger schools it gives more flexibility.

Governor Question

With regards to the offer of Summer school – will this apply to anyone in Buckland?

GS explained that this scheme applies to Pupil Premium pupils only, noting that there is currently one Pupil Premium (PP) child in the school. GS commented that there is an



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	<p>additional PP child who is in nursery and so this provision would not be applicable. GS explained that there will likely be a hub, for this provision in the FLT.</p>	
11	<p>Governor Visits</p> <p>It was noted that there was a PSHE visit, which will be reported for the next meeting. LG explained that there is a science meeting scheduled. SH has completed a Health and Safety Visit GS has completed Art visit and commented that there is lots happening in the school. GS noted that it has been lovely to see the levels of enthusiasm in the school. GS explained that there will be some images of the displays in school for parents to see.</p> <p>It was commented that it would be a good starting point to look at the governor curriculum plan. LW will have a look at five prompt questions, for Governors to use. GS will send out a Governor monitoring form and will add in a question about demonstration of the vision of the school.</p>	<p>LW GS</p>
12	<p>GDPR</p> <p>SB agreed to be the GDPR Governor.</p>	
13	<p>Resources meeting minutes</p> <p>The minutes from the resources meeting were agreed to be a true and accurate record of discussions and will be signed to that effect when possible. SB shared the confidential minutes with Governors and a discussion ensued.</p> <p>Governors heard that JR will retire at the end of the academic year and Governors expressed huge thanks to JR for all of her hard work and commitment. LW commented that JR has been pivotal in leading the school over the last 15 years. LW explained that there will be a communication plan to share this information and noted that parents will be informed of this on Friday. JR will discuss this news with her class on Monday</p>	
14	<p>Admissions</p> <p>GS commented that all year groups are full. GS explained that there are two Y2 children who are on the waiting list for a place. GS explained that there may be some movement within year groups but noted that the school will do what is best for the children attending the school and will not be able to accept any additional pupils above the PAN if this impacts the pupils in the school.</p> <p><u>Governor Question</u> <i>Do you anticipate any disappointment from pupils in nursery not getting into reception?</i> GS explained that it is not likely and noted that the school will be notified just before the Easter holidays of the allocation of school places.</p>	
15	<p>Policies</p> <ul style="list-style-type: none"> • SEND Policy <p><i>The above policy was approved by the Governors</i></p> <p>Governors noted that the SEND audit suggested training staff and Governors on SEND. There will also be a termly report produced for Governors. This will be added to the Q of E agenda. ML will discuss this with the SENCO. It was noted that Helen Cox the Trust SENCO lead,</p>	<p>GS ML</p>



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	prepared this report and she will lead some training for all Governors to ensure that the practice is as strong as it can be.			
14	<p>Diocesan matters</p> <p>LG, ML and LG discussed Easter preparations and commented there have also been some ongoing conversations about supporting staff with RE.</p> <p>Governors heard that there is a planned narration of the Easter Story, with a Godly play structure. This will be an interactive session, so that teachers can lead this in school. TM explained that this can be broken down into sections or done as one continuous session. LG added that the focus which has been used in the past has not been ideally suited to all families with sensitivities around death and so the focus this year will be on the joy of Easter day.</p> <p><u>Governor Question</u> <i>Can the children come into the church for this session?</i></p> <p>TM explained that this will be challenging and added that the session will be about 45 minutes, commenting that children would struggle to sit still for this length of time in a cold building, whereas in school the sessions can be more easily split.</p> <p>Discussion was had around incorporating more interactive elements into the session. Staff responded that the sessions will be led by the teachers and therefore will be done in a way that makes the activity adaptable for each class. Foundation Governors noted that the sessions will be as interactive as possible, with some interactivity between the three foundation Governors leading the session. LW emphasised that the teachers will intertwine more physical activities around the session.</p> <p>LW explained that Friends Of Buckland School (FOBS) are arranging an Easter egg hunt for the children outside.</p>			
15	<p>Chairs Comments</p> <p>None</p>			
16	<p>AOB</p> <p><u>Governor Question</u> <i>Were there any comments on the back of the community e-mail?</i></p> <p>LW explained that there was a flyer as well but no comments back.</p> <p>SH questioned whether Governors could do something to celebrate the hard work of the teachers and support staff. Governors thanked all of the staff for their exceptional work and their commitment to the school. Staff governors noted a particular thanks to the support staff, who were in school supporting the key worker children, in challenging circumstances.</p> <p>LW and SB will look at the best way to show thanks to staff.</p>			LW/SB
13	Next Meeting Dates			
	FGB 7.15pm	Resources 7.15pm	Quality of Education	
	19th May	11th May	7 th May	
	7th July	22nd June		

The meeting ended at 21:45